

UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF OHIO

VACANCY ANNOUNCEMENT 03-01 (PENDING FUNDING)

Our agency has an opening for a receptionist/probation clerk in the Columbus office. However, we have not received a final budget for the current fiscal year. The probation clerk position will be filled unless funding is not adequate to support it.

POSITION TITLE: RECEPTIONIST/PROBATION CLERK

OPENING DATE: JANUARY 27, 2003

CLOSING DATE FOR APPLICATIONS: UPON POSITION BEING FILLED

STARTING SALARY RANGE: \$25,715 - \$32,144

CLASSIFICATION RANGE: CL 23

LOCATION: COLUMBUS, Ohio

POSITION DESCRIPTION

This position performs general phone and receptionist duties and provides secretarial/technical support to the United States Probation Officers. The Probation Clerk receives technical guidance from the Supervisory Clerk, as needed.

REPRESENTATIVE DUTIES

Receives, screens, and refers telephone and in-person callers and takes messages for absent personnel as authorized.

Formats, types, and edits reports developed by officers, often within a short time period. Reports include presentence reports, violation reports, and preliminary interview reports for the court. Independently, or with direction, prepares petitions, orders, and papers essential to probation and parole supervision. Prepares other letters, memoranda, recurring reports and forms. Composes routine correspondence for officers, takes minutes of staff meetings and participates in agenda preparation.

Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters supervision case file and statistical data into automated databases. Initiates statistical transactions and apprises officers. Receives and transfers case files from other districts. Conducts criminal record checks through local or national law enforcement files. Assists officers in performing investigations for own and other districts by accessing records retrieval systems, initiating verification forms and verifying information by phone. Prepares and maintains investigative files and enters data into case tracking system. Makes entries to chronological records in supervision case files from information provided by the officer. Accepts and reviews for completeness monthly reports in the absence of the officer at his/her direction. Provides list of delinquent reports to officers and transmits letters to clients concerning delinquent reports.

Independently processes incoming fine and restitution payments and maintains current balances in the case file and keeps officer informed. Similarly, community service hours are logged and the officer apprised.

Makes appointments and maintains calendar for officers. Arranges meetings and conference calls. Answers routine questions and refers persons to officers or to appropriate agency based on knowledge of officers' activities and program operations. Directs persons reporting from prison or from court as to officer assignment and reporting procedures. Prepares conditions of probation.

MINIMUM REQUIREMENTS

To qualify for the position of Receptionist/Probation Clerk, a person must be a high school graduate or equivalent, plus possess two years general experience which provide a knowledge of responsible clerical procedures involving accurate skills in the use of word processing on a personal computer and dictating equipment; good knowledge of spelling, punctuation, and grammatical usage; ability to deal tactfully and courteously with the public; telephone usage; ability to maintain confidentiality.

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

BACKGROUND INVESTIGATION

Due to the confidential work of the agency, a background investigation will be conducted prior to the grant of employment.

PROCEDURES FOR APPLYING

Individuals interested in being considered for this position should submit a resume or application to:

Mary Lou Bartmess, Administrative Specialist
U. S. Probation
546 Joseph P. Kinneary U. S. Courthouse
85 Marconi Boulevard
Columbus, OH 43215

To obtain a copy of the application, vacancy announcement and further information about Probation, visit the web site at www.ohsp.uscourts.gov.

This position will be filled in accordance with the Equal Employment Opportunity Plan of this court.